

PARENT & STUDENT HANDBOOK  
2021-2022



Holy Family  
CATHOLIC SCHOOL

We are called to be disciples and  
to recognize and use our gifts to  
serve.

- **I have called you by name and you are mine. Isaiah 43**
- **Use your gifts to serve one another as good stewards of God's grace. 1 Peter 4:10**

Holy Family Catholic School strives to nurture the spiritual, emotional, and intellectual growth of each student, helping them develop a global perspective of the world so they will become productive Christian citizens.

(Revised August 2021)



# Holy Family

## CATHOLIC SCHOOL

Dear Holy Family Catholic School Families,

Welcome to Holy Family Catholic School! The faculty, staff, and I are excited to have each of you as part of our school community for the 2021-2022 school year. As parents you are the first teachers and examples of faith for your family, and we are honored that you have chosen Holy Family Catholic School to continue in the spiritual, emotional, and intellectual growth of your children.

Catholic education has a rich history in our Hannibal community. Holy Family Catholic School has deep roots in tradition and has built a strong legacy of education and faith formation because of our current students, parents, faculty, staff, and alumni.

Scripture tells us in 1 Peter 4:10 “As each one has received a gift, use it to serve one another as good stewards of God’s varied grace.” We believe that each person who enters our doors has gifts within them and this world needs their gift. We have a dedicated and caring faculty and staff who believe that their call is to help our students find their gifts, nurture those gifts, and help them grow as children of God.

Holy Family Catholic School strives to help all students reach their highest potential and find success. Our goal is to help students develop a global perspective of the world so they will become productive Christian citizens.

Our parent/student handbook is full of information and resources to help you and your child navigate through this year. Please read over this and keep it accessible so that you can refer to it as needed. Holy Family Catholic School retains the right to modify or revoke any policy at any time. Please contact us with any questions or concerns.

Again, we welcome you and look forward to working together as a family with you and your children this year. Holy Family is not just our name but who we are. Welcome to our family.

Sincerely,

Sara L. Hooley  
Principal

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## **HOLY FAMILY SCHOOL**

### **EDUCATIONAL MISSION**

Holy Family Catholic School strives to nurture the spiritual, emotional, and intellectual growth of each student, helping them develop a global perspective of the world so they will become productive Christian citizens.

### **PHILOSOPHY**

Holy Family School embraces the call of the General Directory of Catechesis, that “Parents are the primary educators in the faith.” Together, we pass on the Catholic faith to the next generation and create a spiritual atmosphere in which we strengthen our relationship with Jesus and others. We strive to create a safe, stimulating and caring environment in which each student can develop to the best of their God-given ability.

Holy Family provides a faith-filled, God-centered school where the values lived by Jesus are taught, supported and practiced by a dedicated school community consisting of administration, faculty, staff, volunteers, parents/guardians, and students. Together, we strive to meet the specific needs of each student.

The students of Holy Family School receive a quality education in basic knowledge, Christian attitudes and values, emphasizing the development of life skills such as leadership, responsibility, self-discipline, organization, problem solving, work and accountability. Learning relates to the life experiences and environments of the students. It reflects an awareness and appreciation of the cultural and religious diversity found in our local community, nation and world.

## STAFF

<b>Holy Family Parish Office</b>	573-221-1078	218 South Maple Avenue
Father Matthew Flatley	Pastor	
Sr. Mary Essner, SSND	Pastoral Minister	
Patty Miller	Parish Secretary	
Renee Fisher	Parish Bookkeeper	

<b>Holy Family School</b>	573-221-0456	1113 Broadway
Sara Hooley	Principal	
Amelia Johnson	Secretary	

### **Teachers:**

Melissa Millan (Teacher-in-Charge)*	Grade 8	6 – 8 Religion/S.S.
Jeanne Mack	Grades 8	Algebra
Melissa Flaspohler	Grade 7	6 – 8 Science/Math
Meredith Kelly	Grade 6	6 – 8 Language Arts

Cherrie Allen	Grade 5
Patricia Babyak	Grade 4
Lynn Hillman	Grade 3

Becky Thomas	Grade 2
Denise Dodd	Grade 1
Emily Rose	Kindergarten

Julie Sheffer	Pre-Kindergarten
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Ken Hess	Physical Education
Shelly Lowe	Art

Chris Ledbetter	Liturgical Music
Linda St. Juliana	Music

Lisa Lee	Teacher Aide
	Pre-K Aide

Debra Pierceall	Cook/Food Service Director
Ashley Ledbetter	Kitchen Assistant

Jamie Hoover	Maintenance/Facilities
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\*In accordance with the Jefferson City Diocese we are to have a teacher-in-charge approved by the pastor, who is to function within the assigned job description in the absence of the school administrator/principal.

The teacher-in-charge is to make required emergency and immediate decisions in the administration and operation of the school when the school administrator/principal can't be reached.

DSP 2220

## **HISTORY OF CATHOLIC SCHOOLS OF HANNIBAL, MISSOURI**

The first Catholic Grade School opened in Hannibal, Missouri in 1865. A short time later, in 1871, St. Joseph Academy, a girl's high school was in operation. Two parishes were in existence in Hannibal, both having a Catholic elementary school. One of the parish schools was Blessed Sacrament located at 2100 Broadway. The other was St. Mary-Immaculate Conception School, located in the same building with the newly built (1925) McCooey High School, at 1113 Broadway. Blessed Sacrament parish and school merged with St. Mary parish and school to form the present parish and school known as Holy Family.

McCooey High School was closed in 1965. That building became the sole elementary school building for grades Kindergarten through Eight. In 1986, the Holy Family School Board voted to discontinue the Junior High (7th and 8th grades) and began a pre-kindergarten through grade six education system.

After many attempts to thoroughly study the feasibility of reinstating the 7th and 8th grades, the 1994-95 School Board voted to open Holy Family School to seventh graders in August 1995 and to eighth graders in August of 1996.

There are approximately 115 families with children in grades pre-kindergarten through 8th grade with a total enrollment of approximately 170 students. Holy Family parishioners have indicated a great appreciation of Catholic education and they value their Christian heritage.

Holy Family School meets the standards that are required by the Diocese of Jefferson City. Each standard builds and reflects the school's educational mission and philosophy. Holy Family School personnel plan for a future based on pursuit of academic excellence and Faith development that enhances and enriches the spiritual dimension of each student and faculty member of Holy Family of Hannibal.

With positive parental involvement and continued financial support and encouragement from the pastor, school staff and other members of the parish, the people of Holy Family Parish look forward to meeting our goals and expectations now and through years to come.

## STRUCTURE

DSP 1305

### COMMUNITY AND EXTERNAL OPERATIONS: Educational Authority in the Parish

The pastor of each parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. In educational matters, he works with the school administrator/principal, and consults the school advisory council.

The school advisory council is an advisory body established to assist the pastor, school administrator/principal, parish pastoral council, and parish finance council in fostering the educational mission, goals and objectives of the Catholic school. It helps formulate and recommend policy and is consultative to both the pastor and the school administrator/principal.

The role of the parish pastoral council is to advise the pastor on all areas of the mission and direction of the whole parish. The school advisory council advises the pastor to ensure the school is in harmony with the mission of the parish. The parish finance council advises in the temporal goods to ensure the mission is sustained.

Catholic schools exist primarily to participate in the educational mission of the Catholic Church - to respond to the mandate from Jesus, To Teach All Nations.

Canon Law states that the bishop and his delegated School Office Staff have the right and duty to supervise and to regulate Catholic Schools in the Diocese.

As Administrator of the Parish, the Pastor holds an important role in relation to the Parish School. Most of the educational responsibilities of this role the Pastor delegates to the School Principal and Faculty, who collaborate with the Diocesan School Office. All those within the Catholic School setting share in the basic mission of Catholic Education. They demonstrate by their attitude, words, actions, and the integrity of their lives that they support the beliefs and values that underlie this form of education.

No policy of Holy Family School will contradict Diocesan policies. The school reserves the right to change policies in this handbook, if necessary, during the year.

Holy Family School participates in a regular in-depth self-study, according to Diocesan requirements, in order to assure continued striving for excellence. In addition to Diocesan Accreditation, the school earns accreditation by an outside agency - the National Federation of Non-public School State Accrediting Association. Our self-study was completed in 2017. We will continue to enhance our school with our 5-year goal plan.

Parents and teachers attempt to foster mutual understanding for the good of the children. Communication between families and school personnel is a vital link to a child's success in school. Opportunities for sharing include: Open House, Home & School meetings, parent-teacher conferences, Christmas celebrations, Catholic Schools Week activities, pre/post Lenten and Easter celebrations, Folk Life Festival, individual conferences as requested, school visits as needed, etc.

Holy Family School uses FACTS as the data base for all the school's information. You may check grades, assignments, lunch and tuition balances, calendars, menus, school supplies, newsletters, handbooks or any other information. FACTS is password protected. New families will receive this information at the beginning of school in hard copy.

## POLICIES AND PROCEDURES

### ADMISSION

DSP 5101

#### STUDENTS: Non-Discrimination

Every Catholic school in the Diocese of Jefferson City respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment, except as permitted by law.

DSP 5701

#### STUDENTS: Students with Special Needs

If a student with special needs (categorized such as MC (Mentally Challenged), EEN (exceptional educational needs), or other similar classification, or having a serious physical disability) applies for admission and/or is in need of special placement and admission is going to be denied, or a current student is being asked to withdraw, or being referred to another school, the administrator is to immediately consult the superintendent of Catholic schools so that all necessary accommodations can be made in order to meet the needs of the student and to help make a judgment as to whether or not, indeed, that is possible. Whenever possible, accommodations are to be made to meet the total needs of the student. A review committee can be convened by the Catholic School Office, if deemed necessary, before a final decision is made. The review committee can include, but not be limited to, the superintendent of Catholic schools and/or associate superintendent of schools, the local administrator(s), parent representative, counselor, pastor, and other designated professionals. It will be the purpose of the review committee to help the school make a local decision. This review committee can also be convened or reconvened by the superintendent of Catholic schools or associate superintendent, if deemed beneficial, when a parent disagrees with a local school decision.

DSP 6235

#### INSTRUCTION: Non-Catholic Student Participation

Non-Catholic students enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students, provided such activity is permitted by Catholic Church law.

LSP 5106.5106

It is a policy of Holy Family School to enroll a child or children new to the school on a case-by-case basis as deemed appropriate by the pastor and principal. In general, enrollment guidelines are as follows:

- 1) Children of parishioners with older children already enrolled.
- 2) Children of parishioners new to the parish or school.
- 3) Children of non-parishioners with older children already enrolled.
- 4) Children of non-parishioners new to the school.

The principal, in consultation with the pastor, will admit students to Holy Family School according to the norms set by the Diocesan School Office. Holy Family admits students of any race, color, national and ethnic origin, to all the rights, privileges, responsibilities, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, cultural, fine arts, athletic, and other school-administrated programs.

Holy Family School accepts students of other religious convictions as enrollment numbers allow, however, everyone is considered to be part of the total school community. All students will be expected to participate in all activities scheduled as part of the class day including Mass, and all required classes, including Religion.- DSP 5305) Involvement in the parish, including participation in weekend liturgies, is required of parishioners.



## **SCHOOL AGE POLICY**

A child entering Pre-kindergarten must be 4 years old before August 1, and Kindergartners must be 5 before August 1. A Pre-K/Kdg. Round-Up is scheduled each Spring for the following school year.

### **ARRIVAL**

Arrival time:

Kdg. thru 8	7:45-8:00 a.m.
Pre-Kdg. - AM	7:45-8:00 a.m.
Pre-Kdg. – All Day	7:45-8:00 a.m.

Students arriving between 7:30 and 7:45 a.m. are to report to the gym. They will be dismissed to their classrooms at 7:45. Normally, students are not to arrive before 7:30 a.m. Supervision is **NOT** available until 7:30 a.m. If a child is enrolled in a class beginning at 7:30 a.m., he/she is to report to that teacher no later than 7:30 a.m. Classes begin at the 8:00 a.m. bell.

### **DISMISSAL**

#### **Holy Family School dismissal procedure:**

After the 3:10 p.m. dismissal bell has rung all students, walking single file, will follow their teacher to their dismissal door.

**Prekindergarten through grade 5** will dismiss through the east entrance door where they come in each morning for school. All students will walk single file along the walkway to the back parking lot to be picked-up by their parent/designee. All teachers are supervising all students for safety.

**Grade 6 – 8** will dismiss at the west side of the building facing Maple Street. The 2 teachers and students designated as the safety patrol will lead students along the Maple Street sidewalk to the area where they will position themselves (wearing safety patrol vests and carrying STOP signs) in the middle of the street.

All parents with their child/ren will be guided across the street to the Maple Street parking lot. All other students will be kept in the area near the gym. When all students, led by their parents/designee, are off the parking lot the dismissal of cars will begin - only with the okay of teachers who are monitoring the area.

Those students, who have not been picked up will be brought to the main entrance door, accompanied by a teacher, where they will wait for their pick-up. Two teachers will supervise until the last child has been picked-up by their designated driver.

Unless the weather does not permit, all students will wait on the entrance steps for their ride.

Dismissal: Teachers will walk the students to the parking lot at the appointed dismissal time.

Dismissal:	Pre-Kdg. Half day	11:00 a.m.
	Pre-Kdg. All day	3:10 p.m.
	Kdg.-Gr. 2	3:10 p.m.
	Grades 3 - 5	approximately 3:12 p.m.
	Grades 6 - 8	approximately 3:14 p.m.

One o'clock dismissals are scheduled for faculty meetings and some holidays. Notices will be sent home regarding schedule changes.

At all times, cars are to enter the driveway from Broadway, and are to leave by Maple Street. In the morning, cars are to pull up to the far corner of the building, by the yellow pole, before letting the children out. All children need to exit on the passenger side of the car and walk behind the walkway and into the gym.

In the afternoon, drivers are to park on the main parking lot, Maple Street parking lot or street. The driveway will be blocked once children are on the parking lot. If a driver is unable to park on the parish parking lots, they

will park in a convenient place and assist the child(ren) to the safety of their respective car. **If you must park on Broadway, please walk across the street, and accompany your child/children as they cross Broadway. No Holy Family School student may cross Broadway on their own. Parents must come across the street and accompany their child across the street.** For everyone's safety, drivers are not to block any portion of Broadway. For the children's safety, no one is to move from the lot unless it is clear of children or children are in the care of an adult.

Alternate dismissal procedures will be followed as needed in inclement weather or other emergencies.

Dismissal of athletes participating in Hannibal Middle School sports or other activities. All students will meet their driver on the back school parking lot in the driveway. No pickup on Maple Street. A special letter of instruction will be given to each student participating in Hannibal School District's activities.

### **PARENT GUARDIAN RELEASE FORM (for carpools or drivers other than parents)**

All families will need to fill out a 'Parent/Guardian Release' form for each school year. This form authorizes who can pick up your child from school at dismissal, for appointments, for emergencies, or sports activities. These forms need to be filled out completely and signed by the parents or guardians. Phone calls will not be acceptable means of informing us of who can or cannot pick up a child.

**Carpools, Wee Care, YMCA, Hannibal Child Care Center, Grow & Learn, Other:** Courtesy demands that carpool drivers be informed, by the parents, when a child will not be riding home because of after-school events, a change in plans, or absences. Parents need to send a note to the school as well as contact their carpool if a change, out of the ordinary, is to occur. A child verbally telling us of a change in plans will not be an acceptable means of communication.

If a driver will be late, the school office (221-0456) must be notified in advance. If the driver is someone other than the parent of the child, it is the parents' responsibility to inform that driver of the above procedures.

### **ATTENDANCE**

DSP 5210

#### **STUDENTS: Absence and Tardiness**

##### **A. Absence**

Excessive absenteeism may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

An absence of more than two hours is recorded as one-half day absence.

Three or more consecutive days in a row of absence requires a doctor's excuse.

##### **B. Tardiness**

Excessive tardiness may be indicative of educational neglect by the parent or guardian. Such neglect might warrant reporting in compliance with child abuse laws of the State of Missouri. (Refer to #5810.)

The school handbook specifies times for the beginning of the morning. Any pupil who arrives after either of the stated times is considered tardy.

Students need to be in their seats and prepared for teachers to begin teaching at 8:00 a.m.

After three (3) tardies, a teacher/administrator may contact the family.

If a student is regularly missing Mass because of arriving late (morning Mass) or leaving early this may be taken into consideration of allowing the student to continue to be enrolled in the school.

DSP 5211

#### **STUDENTS: Written Excuses**

**When a child has been absent, the school requires a written excuse from his/her parent or guardian.** All notes concerning absence are kept on file until the end of the school year. If a pupil is absent without an excuse or if the school has reason to suspect the validity of the excuse, the school administrator/principal may investigate or delegates someone to investigate the situation. Schools are encouraged to establish a policy

requiring “Return to School” documentation from a medical professional after a period of illness (for example, if a student misses more than 3 days due to illness, documentation is required for return).

In addition, schools are encouraged to establish or continue procedures whereby a parent is expected to phone the school if a student will be absent. This call, however, does not replace the written excuse as a matter of record.

DSP 5220

#### STUDENTS: Requests for Family Reasons

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however, is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing.

#### EXTENDED ABSENCES

It is strongly recommended that all absences due to vacation, not illness, coincide with regular school holidays. However, if this is unavoidable, please follow these guidelines.

1. The student is responsible to get a list of all missed assignments from all teachers upon his/her return to school.
2. Students may access assignments on Facts. Teachers are not expected to advance student's work during off-calendar family vacation.
3. The student has **one day** for every day missed to make up all assignments.
4. Work not turned in on time will result in a 0.

DSP 5370

#### STUDENTS: Release of Individual Students from School

Extraordinary care is taken in regard to early dismissal of individual students. Parents presume their child is under the care of the school during school hours. Consequently, an elementary student is never released early without explicit knowledge of his/her parent or legal guardian. Under no circumstance may a child be released to anyone other than the parent or guardian who is listed on the child's registration form or another person explicitly authorized in writing by the parent or guardian.

In the case where only one parent has custody of the child, the school must be apprised of any existing court order that would affect release of the student from school. The school personnel must follow the most recent written agreement/order regarding custody.

A student may never be sent home for assignments, books, or disciplinary reasons without parental communication, nor may any student be sent on errands outside the school and parish grounds for anyone.

#### Students are tardy if they are not in their classroom at 8:00 a.m. when the bell rings.

When a student comes late or is absent, parents are to write a note of explanation. If a student is hospitalized, the principal should be notified. When a child has been absent, s/he is to consult with each teacher about missed work. Generally, the child has **one day** for each day absent due to sickness to get assignments finished and turned in to the teachers.

Parents are to notify the Holy Family School Office (221-0456) prior to 8:30 a.m. if a child will be absent or tardy on that day. The school office will call the family's home and parents' work to validate a child's absence if needed.

If a child has three consecutive absences, a written doctor's excuse is required.

No child may leave the school premises at any time, for any purpose, without the written authorization of a parent/guardian and the approval of the principal. For any early dismissal, request parents/guardians must call for students in the school's office and sign out the student being dismissed early. Students will not be called to the office before the parent/guardian arrives to pick them up.

Doctor/Dental appointments are to be made **outside school time**, whenever possible. A note is to be sent to the Holy Family School office to state the reason for a child's early dismissal or absence. A permit slip to leave the building early must be signed by the parent/guardian before a child is dismissed. Parents, who need to pick up their children during the day, are not to go to the classroom, but rather, wait for the child in the office.

Parents are discouraged from taking a child out of school for vacation. The school calendar (located on Facts) should help determine when school is not in session. This is not encouraged, but, if parents so choose, written notification should be given to the principal at least a week before taking the child out of school. When the child returns to school, the child (NOT THE TEACHER) has the obligation to make-up the work missed during the absence.

A child who is absent from school is not eligible for extracurricular activities on the afternoon or evening of the day of absence (Example: sports, scouts, skating parties,). 7<sup>th</sup> and 8<sup>th</sup> graders who are participating in Hannibal Public School sports will follow the HPS policy on attendance in sports or extracurricular activities.

If a child becomes ill during school hours, parents will be contacted. The school keeps a family emergency file specifying who should be notified in case of any illness, accident, or other emergency. **PARENTS MUST KEEP THAT FILE CURRENT WITH LOCAL PHONE NUMBERS.**

Students attending each school day during the school year between the hours of 8:00 a.m. and 3:10 p.m. will be recognized for perfect attendance. An exception is made when a student is involved in a school function away from school.

### **BIRTHDAY CELEBRATIONS**

Parents are welcome to join their child for lunch to celebrate their birthday. Parents joining their child for lunch must contact the school office by 8:30 a.m. that morning or earlier. Students are permitted to wear non-uniform attire that is neat, clean, and modest for this birthday celebration.

Anyone bringing birthday treats for classmates will give them out as directed by their teacher or at the end of the day to be taken home.

In the spirit of Christian charity, we ask that party invitations not be distributed at school unless they include everyone (or are gender specific) in the classroom. If all the class is not invited (all boys or all girls) the invitations must be sent some other way. There are no gift exchanges at school. The school assumes no responsibility for parties involving students outside of school hours.

### **CALENDAR**

A calendar will be sent home at the end of the school year and additional information and changes will be communicated as needed. Calendar can also be viewed on Facts.

### **COMMUNICATION**

DSP 1810

COMMUNITY AND EXTERNAL OPERATIONS: **Parent Communication Agreement see page 40 for parent signature.**

COMMUNITY AND EXTERNAL OPERATIONS: Grievance

Any serious grievance that cannot be solved through an informal process using the local chain of command (teacher, school administrator/principal, pastor) shall be resolved through the Administrative Recourse Procedure. The Administrative Recourse Procedure shall constitute the exclusive method for resolving such disputes after informal attempts at reconciliation have failed. The parties are bound by its determination as final and binding. The Administrative Recourse Procedure is specifically limited to “Grievances” as defined within the Administrative Recourse Procedure policy and regulation.

DSR 1901

COMMUNITY AND EXTERNAL OPERATIONS: Administrative Recourse

Definition

A “Grievance” is a formal complaint about any serious issue regarding a school or its personnel that needs a formal process of reconciliation in order for it to be resolved.

B. Purpose

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may from time to time arise affecting the welfare or working conditions of persons associated with the school.

C. Basic Principles

1. Informal attempts using the local chain of authority (teacher, school administrator/principal, pastor) have failed to resolve the grievance.
2. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. The failure of a grievant to act within time limits will act as a bar to any further appeal and an administrator’s failure to give a decision within the time limits shall permit the grievant to proceed to the next step. *(By mutual written agreement, however, the time limits may be extended.)*
3. The grievant agrees that discussions during the procedural stages of a grievance be kept confidential.
4. There is to be no retaliation against any party or participant in the grievance procedure.
5. Meetings held pursuant to this procedure shall be conducted by mutual agreement at a time and place that will afford a fair and reasonable opportunity for all parties including witnesses to attend.
6. Records of formal proceedings at every Level shall be kept and made available to all parties involved.

D. Procedure

1. Informal Attempts at Resolution

Before differences become formal grievances, every effort shall be made to resolve local-level disputes by way of a free and open discussion between the parties involved in the grievance. Accordingly, a party may not pursue a grievance through the formal procedures outlined in this policy unless the party has first engaged in informal attempts with the local chain of authority to reconcile the difference beginning with the person whom the grievance is against. The normal chain of authority is: (1) teacher; (2) school administrator/principal; (3) pastor. The administrator/principal or pastor may ask a third party to attend and assist the discussion.

2. Formal Grievance Procedures

In the event that informal attempts at resolving the dispute have been exhausted, the formal grievance procedure outlined below shall be observed. For grievances to be resolved through the Formal Grievance Procedures, the following shall apply: (i) if the complaint relates to a school administrator/principal, LEVEL ONE will apply, and the grievant will begin with LEVEL TWO; and (ii) if the

a pastor, LEVELS ONE AND TWO will not apply, and the grievant will with LEVEL THREE.

**LEVEL ONE:**

**SCHOOL ADMINISTRATOR/PRINCIPAL**

The grievant shall reduce the complaint to writing and submit it to the school administrator/principal within fifteen (15) days following the occurrence of the event. In the complaint, the grievant must specifically request resolution through the Administrative Recourse Procedure. The school administrator/principal will hold a meeting within seven (7) days following receipt of the written statement of grievance. The school administrator/principal, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the school administrator/principal shall provide the grievant with a written decision.

**LEVEL TWO: PASTOR**

If the grievant is dissatisfied with the school administrator's/principal's written decision, the grievant may appeal the decision in writing within five (5) days to the pastor. If the Formal Grievance Procedure begins with LEVEL TWO, the grievant shall reduce his/her complaint to writing and submit it to the pastor within fifteen (15) days following the occurrence of the event. The pastor will hold a meeting within seven (7) days following receipt of the written statement of grievance or the appeal, as applicable. The pastor, a grievance representative designated by the pastor and the grievant shall be present for the meeting. Within seven (7) days following the meeting, the pastor shall provide the grievant and the school administrator/principal with a written decision.

**LEVEL THREE: CATHOLIC SCHOOL OFFICE**

If the grievant is dissatisfied with the pastor's written decision, the grievant may appeal the decision in writing within five (5) days to the Catholic School Office. If the Formal Grievance Procedure begins with LEVEL THREE, the grievant shall reduce his/her complaint to writing and submit it to the Catholic School Office within fifteen (15) days following the occurrence of the event. The Catholic School Office or a designated representative of the superintendent of Catholic schools will hold a meeting on the matter within ten (10) days following receipt of the appeal. The Catholic School Office will render a decision in writing stating findings of fact and conclusions within ten (10) days of the hearing and a copy of the decision shall be delivered to the grievant, the pastor and the school administrator/principal.

**LEVEL FOUR: OFFICE OF THE BISHOP**

If the aggrieved person is not satisfied with the disposition of the grievance at LEVEL THREE, a written appeal may be made within five (5) days to the Office of the Bishop. The Bishop or his designee will review the entire record relating to the grievance and thereafter hold a meeting which shall not be later than fifteen (15) days after receipt of the written appeal. The grievant is entitled to attend the meeting. Evidence relevant to the grievance may be offered by interested parties, and questions may be asked pertaining to the cause by the Bishop as well as the interested parties. The Bishop will render and communicate his recommendation to the Catholic School Office and the grievant of his ruling. The decision of the Bishop will be final and binding.

DSP 1902

**COMMUNITY AND EXTERNAL OPERATIONS: Penalty Status During Administrative Recourse**

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the pastor to speed up the procedure. Either the person(s) registering the complaint or the person(s) to whom the complaint is registered can make this request. The request, in consultation with the Catholic School Office, can be granted or denied.

**STUDENTS****STUDENTS: Confidentiality**

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the schools in the Diocese of Jefferson City operate under a “spirit of confidentiality.” This means that outside of the seal of confession between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law;
2. Matters involving the health and safety of the student or any person;
3. Serious moral issues;
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with school administrator.

The school administrator/principal, after consultation with the Catholic School Office, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel.

DSP 5405

**STUDENTS: Parent/Teacher/Student Conferences**

It is required that each school plan to have conferences at reporting time at least once a year for classes PreK – 8. These conferences provide the opportunity to discuss and explore various aspects of the student's growth and development.

DSP 5410

**STUDENTS: Promotion and Retention**

All promotions, regular and special, are decided by the school administrator/principal in light of the teacher's recommendation and in consultation with the parents and with the child, if appropriate. Such decisions are based on a total evaluation of a student's growth in all areas of development.

If a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher shall discuss alternatives with the school administrator/principal. As soon as possible, the teacher and/or the school administrator/principal shall talk with the parents/guardians and, as appropriate, with the student. Although the school administrator/principal always acts in consultation with the student's teachers and parents, the final responsibility for a student's promotion or retention rests with the school administrator/principal.

During conferences and in a follow-up letter, the parents/guardians and the student are informed of the pending decision at least six weeks before it is finalized. The decision, with its rationale, is to be communicated to the parents/guardian. If the parents/guardians do not agree with the school administrator's/principal's decision, the school administrator/principal and the parents/guardians shall meet to discuss the rationale for the decision. While parent/guardian input is valued, it is ultimately the school administrator's/principal's decision whether to promote a student.

If a student with special educational needs is accepted in a school that does not offer a special education program, at the request of parents who are aware that a special education program is not offered, the school administrator/principal and parents sign a written agreement concerning promotion and retention procedures for the child as well as the type of diploma to be awarded upon termination of attendance.

## **REPORT CARDS**

Report cards are given out quarterly. Parent-teacher conferences are held after the first quarter. Children are expected to attend with their parents. Grades can always be accessed on Facts throughout the year (Grades 3<sup>rd</sup>-8<sup>th</sup>). Parents have a responsibility to follow up on reports and to take the initiative in contacting the teacher when they have a concern.

A parent may, at any time, request an appointment with a teacher by calling the school secretary. She, in turn, will leave a message for that teacher. The teacher will return the call that same day, when possible, and set up a convenient time for a meeting. Parents are to refrain from calling teachers at their homes and are to respect their privacy.

Each homeroom teacher will communicate with students' families as needed. Information from the office and individual teachers will be sent home as explained for each classroom. Required forms are to be completed and returned to school in a timely manner.

A newsletter will be available weekly on Facts. A calendar and lunch menu will be accessed online each month. The monthly calendars will indicate any changes in the calendar that were necessary. All communications can be accessed on Factsmgt.com under "Resources".

## **CURRICULUM**

Holy Family School provides an approved, updated curriculum on all levels. The primary goal of the instructional program is to provide those learning experiences which are best for developing the values, attitudes, knowledge, and skills necessary for the student's moral, intellectual, social, emotional, and physical development. This program is in accord with the diocesan philosophy, mission statement, goals, and curriculum guidelines.

In order to ensure high quality education, Holy Family School participates annually in a national testing program (Iowa Basic Testing) which plots student's achievement levels. The test results are shared with the students and parents.

To prolong the life of textbooks, students are to keep books covered at all times. Covers are not to be glued or taped directly to the book. If a child causes an unusual amount of wear on a textbook, they will pay for a replacement.

## **DIRECTORY**

A directory of families enrolled at Holy Family will be issued at the beginning of each school year. This directory is to be used to acquaint parents with the names of their child's classmates and their parents and should not be used or sold for other purposes. Use of the family directory contrary to its proper intention as stated in sentence two is prohibited.

## **DISCIPLINE**

DSP 5305

STUDENTS: Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in schools that are part of the Diocese of Jefferson City, a student's conduct, both in and outside of school, must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, reputation and welfare of other students or employees and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate dismissal/expulsion.

DSR 5310

STUDENTS: Prohibition of Corporal Punishment



Corporal punishment is not used under any circumstances in the diocesan schools. The school administrator/principal is responsible to report immediately to the superintendent of Catholic schools any violation of this prohibition. Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is to be avoided.

DSP 5315

STUDENTS: Weapons and Dangerous Instruments

The possession, conveyance, use, or storage of weapons or look-alikes on school property, at school-sponsored events, or in or around a school vehicle is prohibited. This ban applies to students, employees, and visitors, except for those acting in a law enforcement capacity. This prohibition expressly includes those persons licensed to carry concealed firearms. Schools are to formulate specific local policies regarding reporting weapons and dangerous instruments to law enforcement.

DSP 5355

STUDENTS: Suspension

A student is normally not to be suspended by the school administrator/principal until there has been parent notification. Exceptions can be made for immediate suspension for reasons of safety, moral welfare of others, and/or if the student poses some immediate danger to himself or others.

DSP 5360

STUDENTS: Expulsion

The expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the student in the process of expulsion.

The term "expulsion" is:

Termination of a pupil as a student from the school permanently (no opportunity for reinstatement).

In cases of serious misconduct which could lead to expulsion, the parents are so advised immediately and in writing. They are urged to take advantage of assistance from school, parish, or social service agencies which can help the student with his/her difficulties. Careful documentation must be kept of all disciplinary proceedings.

In extreme cases of incorrigible behavior or when conduct threatens the physical or moral welfare of anyone in the school community, the school administrator/principal, normally in consultation with the pastor, can immediately suspend a student until a final decision is made. (See [DSP #5355](#).)

After the school has exhausted all avenues of assistance for the student, a recommendation may be made to the pastor regarding expulsion. All expulsions must be reviewed with the Catholic School Office for compliance with the law and diocesan policies and regulations. A statement of expulsion is made in writing, including the reasons for the expulsion and a complete listing of dates and efforts made to help the student to avert expulsion.

DSR 5360

STUDENTS: Expulsion

If an expulsion is pending, the Catholic School Office is to be notified immediately. The Catholic School Office will review the case, consult legal counsel if necessary, and make recommendations back to the school administrator/principal and/or pastor of the school.

The object of discipline is the development of inner self-control and understanding of self as well as Christian responsibilities to others. Outward controlled behavior is designed to develop within the students, responsibility for his/her actions and at the same time maintain the desired degree of order in the classroom, on the school premises, and at school-sponsored events. We seek to develop the values which build in each child a responsibility for their actions, self-discipline and respect toward others.

Each homeroom teacher in cooperation with their department designs a discipline plan which is appropriate for the age of the children in their care. This plan incorporates the following:

Infractions will be handled by the child's homeroom teacher in most situations. Behavior requiring disciplinary actions includes, but is not limited to, the following:

inappropriate talking	unacceptable language/gestures
disruptive behavior	failure to handle school responsibly
being out of assigned area	disregard for others' rights/property
disregard for authority	inappropriate church/Mass behavior
incomplete assignments	not prepared for class

Consequences can include, but are not limited to, the following: a verbal reminder, losing recess time, losing free time and time out. Detention (Grades 3-8) or disengagement from the classroom will be applied in more serious situations and for repeated infractions as ordained by the principal and faculty. Multiple detentions will require a conference to be held with the student, parents and teacher. Holy Family staff members will contact parents as necessary.

Detentions will be held outside of school hours. Students inform their parents prior to their detention by means of a written form to be returned the following day. Failure to return the form the next day may result in an additional detention. All students are to be picked up immediately after the detention period. Detention takes priority over other after-school events, including sports practices and games.

The principal, in consultation with the Pastor, can invoke the following: in-school suspension, \*home suspension, dismissal or an expulsion for any action harmful to individual students, teachers or the school, such as, but not limited to, the following:

fighting	drugs
vandalism	pornography
truancy	stealing
smoking/vaping	cheating
misbehavior during detention	possession/use of a firearm/weapon
repeated disciplinary infractions	

***Non-Parishioners Covenant to uphold:***

Parents, as the primary educators of their children, have both a right and a responsibility to decide how their children will be educated. Part of that responsibility includes the academic support of your child/ren and making sure they are prepared and on time. When Holy Family School is chosen, parents have the right to expect the parish to minister to the educational and spiritual needs of their children. Parents, in turn have a responsibility to support the parish in this important endeavor. This is why a covenant (a sacred agreement) is signed.

The Parental responsibility in this covenant is multifaceted. It includes a commitment to living their faith to the fullest, including dedicating time, talent and treasure to their particular Church. Holy Family Parish asks you to make a commitment to give back to God as you make this covenant. Support your Church community by sharing your time and talent – the gifts that the Lord has gifted you. Remember – you, as parents, will be setting an example for your children in how you live your faith.

*Students who enroll in Holy Family School are considered a part of the total school community. Holy Family School integrates its Catholic faith throughout the entire day. Our Catholic faith is the lens in which we teach,*

*learn, and discuss our curriculum with our students. All students are expected to participate in all activities scheduled as part of the class day, including Mass, and Religion class along with all required classes. It is expected that all students respect the tenants of our Catholic faith. A student's conduct must be consistent with the Catholic faith and morals. If at any point a family cannot abide by our policies the student should leave. If a student shows hostility, disrespect, or is belligerent to the teachings of our Catholic faith they may be expelled from school. (Comes from DSP 5305)*

Holy Family Parish has a stewardship committee that provides many opportunities for service as does the School Volunteer options. We expect all parents to volunteer service per year in Church and School events.

### **PRE KINDERGARTEN**

Pre-Kindergarten is held from Monday through Friday either as 5 full days or 5 half days. A registration fee is charged. A snack fee is charged.

### **KINDERGARTEN – 8<sup>TH</sup> GRADE**

Kindergarten – 8<sup>th</sup> grade is five full days from 8:00 AM to 3:10 PM. A registration fee is charged and grades 3 – 8 are charged a technology fee.

### **DRESS CODE**

LSP 5340.5340

It is a policy of Holy Family School to require students to wear a prescribed uniform K5 – 8<sup>th</sup> grade.

Scouts may wear their official uniform on their meeting days. The following information reflects the code parents are to follow when purchasing clothing for their children. **\* It is meant to be specific enough to guide parents through selection of clothing for their children, yet be general enough to allow some flexibility.** The purpose of the dress code is to create a uniform look. Children are to appear neat and clean with clothes that fit properly and well-groomed in their clothing, hair, and personal effects. Clothes are not to be too tight or baggy, too long or short, or too faded. Shirts are to be tucked in and belts are to be worn when pants/shorts have belt loops.

Uniform apparel is available in the children's department at Fischer's or from the Land's End catalog.

Fischer's

Land's End

1-636-939-3344 (St. Peters)

1-800-469-2222

1-314-921-9972 (Florissant)

Contact: Kids' uniform

[www.fischersuniforms.com](http://www.fischersuniforms.com)

[www.landsend.com/uniforms](http://www.landsend.com/uniforms)

Fischer's and Land's End have been identified as providers of the appropriate jumper, skirt and other clothing as listed in the information. Other sources may provide uniform clothing that is acceptable in other schools, but be aware that they do not necessarily meet Holy Family's Dress Code expectations. Further directives will be made as needed.

It is the duty of the parents to first see that children abide by the uniform policy. Continued infractions of the dress code may result in non-participation in out-of-uniform days and/or disciplinary action. A non-uniform slip, a phone call, or note may be sent home (by a homeroom teacher) when disciplinary action is necessary. Compliance is expected the following school day.

When an order is placed, Holy Family School - Hannibal must be mentioned. Our preferred school number is: **9000-4981-8**. A uniform room is on the 3rd floor if used uniform items are needed.

The principal designates some special days as out-of-uniform days. The children are to come in respectable clothes on those days. If the clothing is interpreted as inappropriate by staff, the child will be clothed in used

uniforms on hand at school or parents will be called. For safety reasons, closed shoes are to be worn at all times and no boots are allowed (even on non-uniform days). Directives are given for out-of-uniform days as needed. The specific occasion will be announced for other details. Scouts may wear their official uniform on their meeting days.

The following information reflects the code parents are to follow when purchasing clothing for their children. It is meant to be specific enough to guide parents through selection of clothing for their children; yet be general enough to allow some flexibility. The purpose of the dress code is to create a uniform look. Children are to appear neat and clean with clothes that fit properly and well-groomed in their clothing, hair, and personal effects. Clothes are not to be too tight or baggy, too long or short, or too faded. Shirts are to be tucked in and belts are to be worn when pants/shorts have belt loops.

Pre-Kindergarten children do not wear uniforms.

#### **ALL GRADES:**

-Sturdy school shoes or tennis shoes. **Closed shoes are to be worn at all times.** Tennis shoes must be worn in the gym or outside on the playground.

On Fridays the Catholic School Week T-shirt may be worn with other uniform attire.

-No boots, sandals, or open shoes of any kind may be worn even on non-uniform days

-WHITE socks, are to be worn and must be seen at the top of the shoe

-A navy blue, brown, or black belt must be worn with pants or shorts with belt loops

-Extreme hair coloring and/or styling is not permitted (no mohawks or cuts with written words cut into the scalp).

-Hair glitter or feathers are not permitted

-Headbands and hair bows need to be small in size.

Plaid headbands and bows can be worn to match uniforms.

-Pre-wrap may NOT be worn as a headband

-Headbands or bows with sequins, glitter, feathers, beads, and the like, are not permitted

-Cargo shorts or pants are not permitted

-Logos on shirts are not permitted

-Only white socks are permitted

-Only earring posts are permitted; no dangling earrings

#### **BOYS K-5:**

-Navy traditional style uniform pants or shorts -- pleated or non-pleated fronts

-Navy traditional styled uniform shorts permitted August - October and March - May

-Shirts may include white turtleneck, button down shirt, polo-style knit shirt and must be tucked in

-Solid color navy or white cardigan sweater

-Official school navy or gray sweatshirts may be worn over the shirt

#### **BOYS 6 - 8**

-Navy or Khaki traditional style uniform pants or shorts -- pleated or non-pleated fronts (NO cargo shorts or pants)

-Shirts may include white turtleneck, button down shirt, polo-style knit shirt and must be tucked in.

-Solid color navy or white cardigan sweater

-Official school gray, blue or green sweatshirts may be worn over the shirt

#### **GIRLS K-5:**

-Navy plaid box-pleated jumper (length should be no more than 2 inches above the knee)

AVAILABLE FROM FISCHER'S

- Solid navy jumper (length should be no more than 2 inches above the knee) AVAILABLE FROM LAND'S END ( use catalog # 9000-4981-8).
- Navy uniform pants -- pleated or non-pleated fronts
- Navy traditional styled uniform shorts permitted August-October and March-May
- Shirts may include white turtleneck, button down shirt, polo-style knit shirts or peter pan collar blouses and must be tucked in
- If girls wear shorts under their jumpers, they are to be short enough not to be seen.
- Black, navy blue, or white tights or knee highs (No leggings or sweatpants are to be worn under jumpers)
- No leggings or sweatpants are worn under jumpers.
- Solid color navy or white cardigan sweater
- Official school navy or gray sweat shirt may be worn over the jumper or with pants

Solid jumper (item 068176) in the color Classic Navy

Solid Box Pleat Skirt Top of the Knee (item 407088) in the color Classic Navy



Plaid jumper (item 065010) in the color Hunter/Classic Navy Plaid

Plaid Box Pleat Skirt Top of the Knee (item 473437) in the color Hunter/Classic Navy Plaid



**GIRLS 6-8:**

- Solid navy box-pleated skirt (length should be no more than 2 inches above knee) AVAILABLE FROM FISCHER'S.
  - Navy plaid skirt or skirt (length should be no more than 2 inches above knee) AVAILABLE FROM FISCHER'S.
  - Navy or Khaki traditional style uniform pants or shorts -- pleated or non-pleated fronts (**NO cargo shorts or pants**)
  - Shirts may include white turtleneck, button down shirt, polo-style knit shirts, peter pan collar blouses (tailored styles only - for example, no lace or puffed sleeves) and must be tucked in.
  - Solid color navy or white cardigan sweater
  - Official school blue, gray or green sweatshirt may be worn over the shirt- order forms sent home in the Fall.
  - If girls wear shorts under their skirts, they are to be short enough not to be seen.
- Plain Front Blend Chino Shorts (item 403776) in the color Classic Navy and Khaki



The children are to be neat, clean, and well-groomed in their clothing, hair, and personal effects. Shirts are to be tucked in at all times.

Students in grade 3 – 8 will be given an **out-of-uniform notice** from the office, after multiple non-compliance warnings for dress code from teachers/staff. After **3 out-of-uniform notices** from the principal there will be a consequence for non-compliance of the dress code.

It is at the principal's discretion whether items related to the dress code are in compliance with Holy Family's dress code. Additional directives will be given as needed.

**OUT OF UNIFORM NOTICE  
FROM THE PRINCIPAL'S OFFICE**

Notice to be turned in on the next school day.

Date: \_\_\_\_\_ Student: \_\_\_\_\_

Concern: \_\_\_\_\_

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Student Signature	Date	Parent Signature	Date
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**EXCERPT FROM THE HOLY FAMILY PARENT-SCHOOL HANDBOOK:**

Students in grades 3 – 8 after multiple warnings will be given an out-of-uniform notice if not in compliance with the dress code. After 3 out-of-uniform notices from the principal a consequence will be issued.

It is the duty of the parents to first see that children abide by the uniform policy. Continued infractions of the dress code will result in non-uniform notices and may result in non-participation in out-of-uniform days and/or disciplinary action. Some of the disciplinary area actions are listed below. The disciplinary action for uniform infractions are left to the principal.

1. \_\_\_\_\_ Warning    2. \_\_\_\_\_ Missed Recess    3. \_\_\_\_\_ Detention    4. \_\_\_\_\_ Parent Conference

5. Other \_\_\_\_\_

**ELEVATOR**

No student is to use the school elevator without permission from a teacher.

**EXTRA-CURRICULAR ACTIVITIES**

DSP 6610

**INSTRUCTION: Athletics**

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City shall reflect the values of and be consistent with the mission and principles of the Catholic Schools and the Diocese.

DSR 6610

**INSTRUCTION: Athletics**

All athletic programs offered through Catholic Schools of the Diocese of Jefferson City (referred to collectively as “Catholic Schools”) will ensure their program meets the following criteria:

1. Sports are viewed as ministry to children and families.
2. Teams are seen as moral communities.
3. Moral growth and character development are emphasized.
4. Spiritual development.

All coaches and assistant coaches, whether paid or volunteer, will be expected to imitate Christ through their coaching.

Administrators/principals of each Catholic School who participates in any athletic program will be responsible for assuring that all coaches, physical education teachers and parents meet these behavior standards. Evaluation of coaches and physical education teachers by administrators/principals will assure that these coaches and teachers are integrating these goals into their ministry of coaching/teaching.

Administrators/principals may delegate responsibility for various aspects of the program to other employees (i.e., assistant principals, athletic directors or secretaries), but will retain overall responsibility for the implementation of the program in their schools.

### **Extra-Curricular Activities**

Students in Grades 5 – 8 are expected to serve at funerals when required – volunteer basis or request of their teacher.

Holy Family School provides activities such as speech meets, science club, sketch day, sports events, etc. Students are encouraged to participate even though these activities require extra time and effort for students, parents, and teachers. Students are to complete their homework and to maintain a satisfactory academic, conduct, and effort level. If the student has difficulties, the principal will review the situation with the student, teachers, and parents to ascertain eligibility for extracurricular activities.

Holy Family School participates in a cooperative agreement with the Hannibal Public Schools for students in seventh and eighth grade. These students may participate in athletic opportunities offered by the public school. Younger students may participate in activities through Quincy's Catholic Youth Organization (CYO).

#### **STUDENTS: Alcohol Use at School Related Events**

DSP 5545

No alcohol may be present or consumed at events where children and youth are the primary focus. For example: field trips, school carnivals, school picnics, school sponsored athletic events, etc.

### **FIELD TRIPS**

DSP 6301

#### **INSTRUCTION: Educational Outings, Field Trips, 8<sup>th</sup> Grade Trips**

Field trips and outings are to be learning experiences; they are also privileges. Each teacher or moderator, in advance, explains to the school administrator/principal the proposed field trip, including student preparation, plans for supervision and transportation, and student follow-up activities. If approved, the teacher follows the local procedures for the distribution and return of the field trip forms with parental signatures.

#### **INSTRUCTION: Educational Outings, Field Trips, 8<sup>th</sup> Grade Trips**

All field trips and outings must be pre-approved by the local school administrator/principal. The written consent of parents must be obtained for every child participating in a field trip or outing. The consent is to include the basic information on the trip, such as where they are going, times, chaperones and mode of transportation.

No student may participate unless a signed parental permission slip for the specific event is on file with the school administrator/principal. The Diocese of Jefferson City sample Field Trip Permission Slip is included in Appendix #6301.

A school may, but is not required to, sponsor an end of year 8<sup>th</sup> grade trip. If it does, then the school must be ultimately responsible for the planning and implementation, including the assigning of chaperones and the establishment of rules. In addition, school personnel must be on the trip. If the school does not sponsor the trip, then DSP 6306 is to be followed, in which case the school must isolate itself from the planning, distribution of any information, and fundraising. If any fundraising is done, then the school name is not to be used. The school tax identification number is not to be used in any way for this trip, and any contracts are not to use the school name.



**INSTRUCTION: Chaperones and Drivers for Field Trips Athletic Events and Other Off-Campus School Activities**

**Schools should take appropriate measures to ensure the safety of students when they are being transported for educational field trips, athletic events, and other off-campus school activities.**

An adequate number of responsible adult chaperones are to accompany the students. Ordinarily, at least one adult will accompany every five students in the lower grades and every 10 students in the upper grades - but some situations or younger students may require more supervision. Trips involving a great deal of travel should be discouraged.

When appropriate, schools should use bus transportation by an insured carrier for off-campus school sanctioned events. There are circumstances for which a school administrator/principal may determine that transportation in private passenger vehicles is appropriate. These circumstances could include the fact that there is a small number of students involved in an activity and the cost of commercial transportation. If a private passenger vehicle is to be used, the following criteria shall apply:

1. drivers must be a parent/guardian of a student;
2. drivers must be experienced drivers over the age of 25 and demonstrate the maturity necessary to provide for the safety of those they are transporting;
3. drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely
4. drivers must sign a driving policy acknowledgement form agreeing to abide by certain safety practices; (Appendix 6305: Agreement to Transport Students);
5. drivers must complete the Diocesan Safe Environment training.
6. the vehicle must have a valid registration and meet state safety requirements; and
7. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence.

All drivers should be given a copy of the above criteria.

Volunteer drivers must provide the school with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents shall be kept on file by the school. The school shall also maintain a record of each event and date when each volunteer driver transports students.

Field trips are designed to correlate with teaching units and to achieve curricular goals. Grade levels do not have the same number of field trips. Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Parent chaperons may require a rotating designation during a current school year to give all parents an opportunity.

**FINANCIAL EXPECTATIONS and REQUIREMENTS**

Parents are expected to meet the financial obligations of enrolling their children at Holy Family School as listed on the registration form. Registered Holy Family parishioners are encouraged to tithe a portion of their income to their church. If parishioners with children in school are not able to make the contribution that they designated, they are to discuss their situation with the pastor to work out other arrangements. Parishioners will not be put out of school because of the inability to contribute financially.

Members of other parishes are to meet with the pastor/principal to make arrangements for enrollment of their children. Non-Catholic families will pay the tuition listed on the registration form. Payment arrangements are to be made at time of registration.

Records will not be transferred to another school until all tuition and fees have been paid at Holy Family School. Registration fees will not be refunded if they withdraw from Holy Family after completing registration. Snack fees will not be refunded after August 1 for the upcoming year.

It is important that each family realize its responsibility to pay its fair share for the support of the school. There can be no price tag on a Catholic education, but it is an expensive endeavor. Parishioners of Holy Family Parish willingly give extra moral and financial support.

Money sent to school is always to be in an envelope with child’s name, date and purpose.

**FUNDRAISING**

LSP 3250.3250

It is a policy of Holy Family School to maintain a centralized fund for the accounting of monies raised to benefit the school. (Procedures will be determined by Holy Family School Board.) Records will be kept in the parish office.

The school is able to earn premiums from County Market Max Card sign-up and Box Tops for Education.

**STUDENTS: Alcohol Use at School Related Events**

DSP 5545

No alcohol may be present or consumed at events where children and youth are the primary focus. For example, field trips, school carnivals, school picnics, school sponsored athletic events, etc.

**GRADE SCALE**

**(Grades 3rd – 8th)**

99-100=	A+	84-85=	C+
95-98=	A	80-83=	C
93-94=	A-	77-79=	C-
91-92=	B+	75-76=	D+
88-90=	B	72-74=	D
86-87=	B-	70-71=	D-
		Below 70=	F

Report cards are sent home at the end of each quarter in paper form in addition to accessing grade information on Facts. A midterm report card will not be printed, but will be accessed on Facts.

**GUM**

Gum is not permitted on the school grounds.

**HARASSMENT/SCHOOL SAFETY**

DSP 5820

**STUDENTS: Harassment/Bullying**

All Catholic schools of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school should be subjected to any type of harassment/bullying.

Policy: All Catholic schools part of the Diocese of Jefferson City shall maintain a learning environment that is free from harassment. No student in any school or PSR shall be subjected to any type of harassment/bullying.

DSR 5820

**STUDENTS: Harassment/Bullying**

Harassment is defined as any unwanted and unwelcome behavior that interferes with the student’s performance or creates an intimidating, hostile or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. Instances of harassment should be addressed using appropriate disciplinary consequences, counseling methods, and parental/guardian contact and involvement in accordance

with the nature and frequency of the offense.

Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. Bullying behavior is repeated and habitual. One essential prerequisite is the perception, by the bully or by others, of an imbalance of social or physical power, which distinguishes bullying from conflict. Behaviors used to assert such domination can include verbal harassment or threat, physical assault or coercion, and such acts may be directed repeatedly towards particular targets.

Every school is to have a comprehensive anti-bullying plan that is consistent throughout the school. This plan is explained and enforced by the administration, teachers, parents and students. This plan will also be available in the school office for parents to refer to if they have questions. This can also be in the school handbook.

Sexual harassment deserves special mention.

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but is not limited to, "the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measures.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school administrator/principal or other school official. Any information reported shall be treated as confidential. All claims of sexual harassment are to be immediately reported to the Catholic School Office and/or chancellor and/or review administrator and shall be thoroughly investigated by the school administrator/principal after consultation with and direction from the Catholic School Office.

No student shall receive any retaliation or disciplinary action for reports of harassment made in good faith.

Holy Family provides a safe environment for all individuals. Holy Family School expressly prohibits harassment or bullying in the school environment. This policy protects the personal dignity of the individual and fosters positive attitudes and respect for others. Verbal or written threats made against the physical or emotional wellbeing of any individual in or out of school are taken seriously. Students making such threats (seriously or in jest) face disciplinary action.

### **Lockdown Procedures**

In the event of a lockdown there are definite procedures that will be followed by Holy Family School Staff. When an announcement is made that there is a LOCKDOWN/ INTRUDER/ACTIVE SHOOTER, the primary purpose is for students and staff to find a safe, locked place that is out of sight and to remain silent. If students are outside the building there are designated sites off of the school's premises (First Christian Church, Holy Family Church, Holy Family Parish Center, and St. John's Lutheran School) that the Hannibal Police Department are aware of, where they must verify that every student is accounted for. These procedures are for the safety of your children.

### **GUN FREE SCHOOL ZONE**

In furthering the protection of our students, the Federal Government in 1990 enacted the Gun Free School Zone Act. The law states:

*"It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone. Whoever violates this law shall be fined not more than \$5,000, or imprisonment.*

## **HEALTH**

DSP 5520

### **STUDENTS: Drug/Medication Administration**

Any drug which may lawfully be sold over the counter without a prescription may be administered in compliance with the written instructions and consent of the student's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the student's parent or guardian. All drugs, whether OTC or prescribed, must be kept in the school office/nurse's office, NOT in the possession of a student.

Each school must have a written policy in regarding to oral medication administration. The policy shall include procedures for obtaining and filing in the school or other appropriate facility the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instruction of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, schools are required to keep medication in a locked cabinet.)

Prescription medicine is to be sent to the office in its original container where it will be administered as prescribed by the physician's written instructions. If a dose of prescribed medicine usually taken before school is forgotten, parents may come to school to administer the medicine. The school will not do so without written permission. No medicine will be dispensed in classrooms. Over the counter medicine (i.e. cough drops) is also discouraged. Aspirin/Tylenol and other over the counter medication will be dispensed only if it is in its original container with the parent's written directions and signature. Every effort is to be made to dispense medications at home. However, if necessary, school personnel will administer prescription medicine according to a physician's directions (original prescription bottles are acceptable).

It will only be allowed when accompanied by a written note from parents. All medication will be kept in the office in a locked cabinet.

Immunization regulations set forth by state and federal governments are enforced.

Children are checked for head lice periodically as deemed necessary by the health committee. The parents of any child with lice will be contacted to pick up the children to take home for proper treatment. A child must be properly treated before returning to school. They will be rechecked upon their return before being admitted to class.

Annually the Marion County Health Department offers hearing, vision, blood pressure, height, weight and scoliosis screening in school. Referral forms will be sent home for those who will be included in the screening.

Any student likely to transmit a contagious disease (measles, chicken pox, etc.) is not permitted at school or school-sponsored activities as long as the possibility of contagion exists. Children are to be kept home for 24 hours after a fever breaks.

After chicken pox, children may return when scabs are gone and sores are dry. Children may return after pink eye when there is no more eye drainage, usually 24 - 48 hours after treatment has been started.

**A NOTE FROM THE DOCTOR STATING STUDENT IS FREE OF CONTAGION IS REQUIRED.**

Any individual situation involving a chronic infectious condition (hepatitis B, AIDS, etc.) is considered on a

case-by-case basis. Holy Family School follows Diocesan School Policy 8000 in this regard.

Band-Aids may be applied to a child's wound if no allergic reaction is anticipated, and parents/guardian has given permission on emergency forms. Anti-bacterial ointments and medicines will not be used.

## **IMMUNIZATION**

DSR 5105

The Catholic Church supports immunization for the health of children and the common good of public health. Effective July 1, 2019, all students must be appropriately immunized or be in the process of being immunized. The number of doses required for each vaccine will be in accordance with the regulations established by the Missouri Department of Health and Senior Services. Each school administrator/principal is responsible for completing and maintaining the Summary Report, which is a record of the current immunization status of every student enrolled in the school. This Summary Report is required to be completed and submitted annually to the Missouri Department of Health and Senior Services.

Students may not be enrolled in school unless they are in compliance with the immunization requirements or qualify for either:

- (1) a medical exemption as confirmed by a statement from a duly licensed physician; or
- (2) a religious exemption as confirmed by a statement from the family's faith leader

that is furnished by the parents or legal guardian of the student. Religious exemptions for Catholic families will not be accepted. (Missouri Health Record Immunization Requirements are available in the school office).

## **HOME AND SCHOOL ASSOCIATION**

DSP 1430

COMMUNITY AND EXTERNAL OPERATIONS: Home and School Associations

In fulfilling their mission, schools are to collaborate with parents/guardians. Associations of parents/guardians are to be established and held in high esteem. Each Catholic elementary school shall establish and maintain a home and school association to help parents/guardian in fulfilling their role as Christian educators and to provide educational assistance in Christian family living. (School) *Associations and meetings of parents are to be set up and held in high esteem. (Code of Canon Law, Canon 796.)* The home and school fulfills its purpose by supporting the school and collaborating with faculty and staff.

The parents of every child in Holy Family School, Pre-K - 8th grade, are members of Holy Family Parent & School Association. All parents are expected to attend the meetings and functions. The purpose of the Parent and School Association is to provide an opportunity for parents to meet socially, encourage participation and awareness of school activities and to enhance cooperation between home and school. Parental support, input and involvement is expected.

## **HOMEWORK**

Homework is a necessary part of learning. The purpose of homework is to enrich what is happening at school as well as reinforce and practice skills which have been taught. It is an extension of the learning that takes place in school. Homework can provide opportunities for independent study, research and creative thinking. It is not limited to pencil tasks and will attempt to integrate a number of learning options. READING (silently or aloud depending upon the age of your child) is encouraged as a vital family practice each evening. Also, parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Assignment books are required for grades 2 – 8 and are available from the homeroom teacher.

Students in grade one through three may be assigned 20 – 30 minutes of home study; those in grades four and five may be assigned 45 – 60 minutes of home study; students in grades six through eight may be assigned 60 – 90 minutes of home study if the teachers feel it is necessary. Please note that this is merely a GUIDELINE. Since learning is an individual experience for each of us and study skills vary from student to student, the task

at hand may require more or less time. Feel free to confer with your child's teacher relative to the homework policy if any questions arise. Note that if your child is spending longer than the recommended time, you may want to set some clear limits and confer with your child's teacher(s) for assistance in study skills and organization for your child.

Students or parents who return to the classroom for homework or any other items they need must come to the office and have a teacher go with them to the classroom. **Students and parents are not allowed into a classroom without a teacher present.** This protects the privacy of the students as well as the teacher.

Homework is an essential part of the school program. It helps solidify learning that takes place at school and/or to prepare the student for the next day. Because homework instills responsibility, parents should arrange time and space for the child to study and then act in a supervisory capacity. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment; however, children can expect an average of 30 – 90 minutes of homework per night.

When a child is absent, homework may be picked up in the office at 3:15 to be brought to the absent student.

Children's tests and other work are sent home to parents and will, if requested by the teacher, need to be signed and returned to school.

Parents occasionally wish to take their children out of school for several days because of family plans. The school administrator/principal and teacher(s) should discuss the child's progress and make recommendations to the parent. The school administrator/principal keeps a record of the recommendations made to the parent. The final decision, however is the responsibility of the parent. Conditions, procedures, and time limits for making up work are to be specified in writing. Students have **one day** per one day absence to make up missed work.

### **Extended absences**

It is strongly recommended that all absences due to vacation, not illness, coincide with regular school holidays. Students may access assignments on Facts. Teachers are not expected to advance student work during off-calendar family vacations.

1. The student is responsible to get a list of all missed assignments from all teachers upon his/her return to school or access assignments on Facts
2. The student has **one day** for every day missed to make up all assignments if needed. Consult teacher for grade level information.
3. Work not turned in on time will result in a 0.
- 4.

### **Assignment expectations: Specific to Grades 3 – 8 students**

1. School is a priority. It is expected that students will put their best effort into assignments.
2. Partial credit may be given for test corrections. Expectations will be explained by each teacher.
3. Extra credit will be given for signed tests (tests must be returned the next school day).
4. Students are expected to turn work in on time.
5. Homework will be collected for absent students. It will be available for pick up after 3:15 or the child can get it the next school day in attendance. It is the student's responsibility to check with each teacher upon their return for further direction. Facts is also a resource to use.
6. Time is given in school for the students to complete their assignment notebooks. It is the student's responsibility to utilize this opportunity.

## **INTERNET/COMPUTER USAGE**

DSP 6425

### **INSTRUCTION: Student Internet, E-mail and Other Technology Use**

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

1. Internet, e-mail and other technology access and use in school is a privilege, not a right.
2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.
3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.
4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to: copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.
5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.
6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Catholic and legal standards.
7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other than their own e-mail address. This includes, but is not limited to school personnel names and addresses.
8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Catholic standards.
9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.
10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.

Holy Family School expects all students to follow our internet/computer usage policy and to be a responsible digital citizen. All students whether online or in person are expected to act in a way consistent with the values and morals of Holy Family School and the Catholic Church. A digital citizenship form will be signed by all students.

In addition to the above, the school, after consultation with the Catholic School Office, can take disciplinary action against any student who, either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings, verbal or pictorial, on such websites as *Facebook, YouTube, Snapchat, Twitter, Instagram and other social networking sites, etc.* This includes any activity that would violate DSP 5305, Catholic Faith and Moral Standard.

Holy Family School cannot be responsible for guaranteeing the content retrieved on the Internet. While our staff will be directing the classroom activities, the teachers cannot attend to each individual student 100% of the time he/she might be using the Internet. Unauthorized content changes (hacking) can be made to sites even after the teacher has reviewed and approved the site for use.

Ultimately, the student will be held responsible for any inappropriate material accessed via the Internet and will be disciplined accordingly. The parent/s or guardian/s is responsible for reading and discussing this policy with their child. Parents with concerns about Internet usage are encouraged to talk to staff regarding procedures and uses of the Internet in their child's classroom. Parents may also opt to notify the school in writing that they do not wish their child to use the Internet.

Changing settings or controls on computers is equivalent to vandalizing school property. Disciplinary action

will be taken in the event that a student's actions are deemed to be harmful and/or dangerous to the wellbeing of the student, classmates, staff, others or their property. Students are not to use a teacher's computer without permission.

### **LIBRARY**

Students are encouraged to check out books from the school and local library. Normally, books are due to be returned one to two weeks after being checked out with the option of one time renewal. A fine of 25 cents per school week is charged for overdue books. No more books may be taken out until fines are paid. If a book is lost, the borrower will be expected to cover the cost to replace it.

### **LONG RANGE PLANNING**

A Holy Family School Board member heads the long range planning committee. The group evaluates the short-term and long-term needs of the school. The group works in conjunction with Parish Long Range Planning committee as needed.

### **LUNCH PROGRAM**

LSP 3520.3520

Lunch fees are to be paid in advance. While monthly payment is preferred, payment may also be done daily or weekly. The cost of lunch per day per student is \$2.60. An adult lunch cost \$3.06. The school secretary keeps the financial information for the lunch program and can be contacted (221-0456) for account balances. Balances can be checked on Facts under the parents account.

If an account is overdue, parents will be contacted. Information on Facts can be used to verify your child's lunch account amount. Parents are expected to keep lunch balances current.

Holy Family School serves hot, nutritious lunches through the government program at the lowest possible cost. Lunch payment is to be brought to school on the first school morning of the week or month. Checks are to be made out to Holy Family School. Cash must be placed in a clearly marked envelope with the child's first and last name.

A federally sponsored free or reduced lunch program is available for those who qualify. Information is sent to parents the first week of school and parents are urged to apply since it is of great benefit to the lunch program. Names of those involved are strictly confidential. Even if you do not qualify, you are encouraged to sign and date the form and return it to the school indicating that you do not qualify.

To qualify for reimbursement from the government lunch program, children in grades 2 - 8 are required to choose at least 3 items from the menu. Children in upper grades are able to purchase extra milk. The milk is \$0.35 cents extra. Please send \$0.35 with your child on the day they wish to get extra milk. The child will pay for the milk at the time they receive it in the cafeteria.

Grades 3 - 8 may choose a peanut butter sandwich as a substitute for the main dish 2 days per week. A menu is placed on Facts before the beginning of every month. If a child must bring his/her lunch from home, it should be a simple nutritious meal. No soda for lunch! If a child forgets a lunch s/he will be served the cafeteria meal and the family will be charged for the meal.

Retainers are to be kept in a safe container in the classroom while the child is at lunch. Students are offered the opportunity to wash their hands prior to lunch.



A snack is provided for Pre-Kindergarten and snack fees are collected at the beginning of the school year.

Parents are to provide appropriate information, including a written note from their child's physician, regarding any food or milk allergies.

Further directives concerning the lunch program will be made by cafeteria personnel and principal. Parents may join their child for lunch and must contact the school office by 8:30 a.m. that morning or earlier.

### **Authorization to Use Photographs/Videos/Video Recordings and Technology**

A signed release form will be on file for students before their images will be used in a newspaper, magazine or HFS Facebook, or Twitter page and other publication. Their images may be used for educational or information purposes regarding the programs or curriculum at Holy Family School. Full names are not published on pictures. The sign release form also covers use for GAFE (Google Apps For Education), Seesaw, etc. and other online learning platforms

### **PLAYGROUND EQUIPMENT**

The school provides playground equipment and games. Children are not to bring their own from home. Such things as radios, rubber bands, water pistols, knives, matches, etc. brought to school will be confiscated and appropriate disciplinary action will be taken.

### **PRAYER**

Each day begins with prayer. Students celebrate mass and prayer services together as a school. A children's liturgy is generally celebrated each Tuesday and Thursday and Holy Days. They sit with their class under the supervision of their teacher. Students are involved in preparations and take leadership roles in the liturgies. Pre-kindergarten goes to Mass on Holy Days and periodically through the year. The teachers and students are to be neat, clean, and modest at all times in their person and their apparel. These attributes are stressed, especially while participating in the liturgy.

### **RECORDS**

DSP 5201

#### **STUDENTS: Proof of Guardianship**

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment.

In any situation where there is a custody agreement, the schools are to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

The school administrator/principal will release the child(ren) according to the court documents and visitation documents the school has on file.

Any non-parent having custodial rights must supply the school with complete documentation.

Visitation schedules often fluctuate and sometimes vary from the original court decree. Therefore, unless the school is specifically notified in writing to the contrary by a custodial parent, the school will presume that the student can be released into the custody of either parent upon request regardless of any visitation schedule which might be contained in a court decree.

Any non-parent having custodial rights must supply the school with complete documentation evidencing such rights.

Holy Family School keeps cumulative records of student/family data, test results, and academic progress. Attendance is recorded daily and kept permanently on file. Health records are kept on file. Holy Family follows state law regarding immunization schedules. Please make sure that all the information is correct and current.

Notices and communications will be sent home to the parents periodically. When requested, please sign and respond promptly. Report cards, detention notices, test papers, etc. will be sent home as necessary. The school takes these very seriously and expects parents to do the same.

All money sent as payment to school is to be in a sealed envelope with the name of the child and the purpose on the outside. The school is not responsible for lost money.

Holy Family School will presume that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment. If only one parent has such authority, or if one parent has primary authority, that parent must, at the time of enrollment, provide the school with a complete signed copy of the court decree which describes the custodial agreement.

A child's legal name will be used on all school records unless changed through the court process.

### **REGISTRATION**

Registration for the new school year will be held each year in the Spring. All children must register each year. Registration and fees must accompany registration. Registration fees will not be refunded for either tuition-paying students or for students who are parishioners if they withdraw from Holy Family after completing registration. Snack fees will not be refunded after August 1 for the upcoming year.

Acceptance of registration will be determined by the principal in consultation with the pastor. Registrations will not be accepted from families with outstanding fees.

A Holy Family School Covenant will be included in the registration packet. Parents are required to sign this document which indicates parents understand their role as the primary educator of their children and all that that entails.

### **RESPONSIBILITY**

At Holy Family School, responsibility is a primary goal. We believe that all of us become better citizens and better able to give service to each other when we become more responsible. Students are to take the responsibility to come to school prepared to learn. They are to have all assignments and homework completed and necessary supplies ready for class.

Incomplete assignments or no assignments may seriously affect a child's grades. Each department will use developmentally appropriate techniques to aid children to redirect their efforts.

This issue will be emphasized with middle school (grades 6-8) students. They will receive disciplinary consequences when assignments, homework and supplies are not prepared for classes. Students are generally not be allowed to return to their lockers once class has started.

### **SCHOOL CLOSING**

In the event of inclement weather, the Hannibal and Quincy radio/TV stations will be notified generally before 6:30 a.m. about school closing. Calls are not to be made to the rectory, staff members' homes, or radio/TV stations for this information. Once school is in session, classes will continue as long as safety of all personal is

warranted. Parents may pick up children early by signing the release form in the office if conditions warrant early dismissal for safety of children and drivers. Facts parent alert will be used for text, e-mails or sometimes voice mail.

### **SCHOOL PROPERTY**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. This includes textbooks and computer hardware and software. The school retains the right to inspect student lockers and desks at any time.

Courtesy: Students are expected to be on time, to have assigned duties finished in a conscientious manner, to be attentive and respectful, to treat other students and teachers with dignity and respect, and to assist in keeping the classroom in order and the school clean.

### **SCHOOL SUPPLY LIST**

A school supply list will be given to each student at the end of the previous school year prior to the beginning of the new school year. It can also be found on Factsmtg.com.

### **SCHOOL VISITATION**

Parents and other adults are always welcome at Holy Family School. Education is a cooperative teacher-child-parent effort. Our goal is to maintain open, positive communication with parents through conference calls, notes home, e-mails, report cards, and participation in Open House and other events throughout the school year. All communications and any requests to visit a particular classroom must be made through the office and with the classroom teacher. Parents or visitors who wish to move about through the hallways must sign in at the office and wear a lanyard. Entry through the back door is not permitted at any time. Monitoring access to the school is designed for safety of the students and staff while ensuring the educational environment is not disturbed. A new security system has cameras stationed in various places in and outside the building. The entire building is to be securely locked at all times. To enter the school building you must use the call box entry system at the main doors between church and school to enter the locked door. In order to create a positive and safe environment for your child, **NO PARENT**, is admitted to the school building without first stopping in the school office to sign in and pick up a "visitor" badge. If you have an appointment with the teacher you will be permitted to pass to the classroom. Once school has started, any forgotten items including lunches, homework, or any other items must be brought to the school office. Then they will deliver them to the classrooms. Any unscheduled interruption to teachers prevents the smooth running of classroom activities. This procedure is to assure your child, other children, and teachers the courtesy and benefit of the maximum use of their school day. For legal purposes, no parent or adult should contact a student without first contacting the school office.

**Parents are requested to make all doctor and dental appointments before and after school.** If for any reason a child must be excused to leave school, a note signed by a parent must be given to the homeroom teacher the morning of the appointment. **Please note:** Your child must be picked-up in the office where the parent will come to pick the child up and sign the child out of school. The student will not be called to the office until the parent arrives to pick them up.

### **SEXUAL ABUSE**

This policy can be found in its entirety in the *Diocese of Jefferson City Policy and Procedure Manual*. A copy is in Holy Family School's office. (DSR 5825 and Addendum 5825)

DSP 5825

STUDENTS: Sexual Abuse of Minors

The Catholic Schools of the Diocese of Jefferson City follow all Diocesan regulations regarding Safe Environment training of employees and volunteers, the reporting of suspected abuse, investigations of alleged abuse, and care of abuse victims.

## PASTORAL POLICY REGARDING ALLEGED CASES OF SEXUAL ABUSE OF MINORS BY CLERGY OR OTHER CHURCH PERSONNEL OF THE DIOCESE OF JEFFERSON CITY

Since 1990, the Diocese of Jefferson City ("the Diocese") has had a policy and procedures to give guidance to its employees, volunteers, religious and clergy in the Diocese on the subject of child abuse and to address the needs of persons affected by child abuse. The following policy and procedures have been adopted to address the particular situation in which a member of the clergy, or an employee, volunteer or religious working in the Diocese or in any parish, school or agency of the Diocese (the latter hereinafter referred to collectively or individually as "church personnel") is accused of sexual abuse of a minor. (1) For the purpose of this policy, any person under 18 years of age is considered a minor. An allegation of this type of abuse has serious consequences for the person alleged to have been abused and his/her family, for the person accused, and for the larger community.

It is the policy of the Diocese that no person with a substantiated allegation (2) of sexual abuse of a minor will serve as a member of the clergy in active ministry or hold a position working in proximity to children as an employee or volunteer in the Diocese or in any parish, school or agency of the Diocese. All priests, deacons and other church personnel who minister in the Diocese are expected to be familiar with this policy and to comply with the procedures adopted to implement the policy. The Diocese will make available the resources required to implement the policy and procedures. By following this policy, the Diocese hopes to offer spiritual and psychological assistance as needed to any victim/survivor and to respect the civil and canonical rights of the accused while seeking to assist him or her. Proceedings pursuant to this policy shall be conducted in compliance with civil law and in accordance with ecclesiastical law; in particular the *motu proprio*, *Sacramentorum Sanctitatis Tutela* of Pope John Paul II, the *Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons* of the USCCB, and the *Code of Canon Law*.

### BRINGING AN ALLEGATION

A person may bring an allegation of sexual abuse of a minor by a member of the clergy or other church personnel by calling the Chancery Office and asking to speak with the Review Administrator or by writing to the Chancery Office. The address and telephone number are as follows:

Address:

Connie Schepers  
Review Administrator  
Diocese of Jefferson City  
Alphonse J. Schwartze Memorial Catholic Center  
2207 West Main Street  
Jefferson City, Missouri 65110-4900  
Telephone: (573) 635-9127 (ext. 224)

Revised May, 2019

DSR 5825

### STUDENTS: Safe Environment Requirements for Volunteers Whose Duties Include Contact with Minors

All volunteers whose duties include contact with minors must do the following prior to volunteering:

- complete a *Protecting God's Children (VIRTUS)* workshop in person or online;
- agree to be checked through the *National Sex Offender Registry*;
- agree to complete the *Child Abuse or Neglect Registry* Background Check form;
- if there is no Social Security Number, a copy of the volunteer's passport or visa must accompany the

form. If there is no passport or visa, then the Director of Child and Youth Protection must be informed of the volunteer's non-citizenship status. This information will accompany the form when submitted to the State of Missouri.

- read and sign the *Code of Pastoral Conduct*.

(Effective July 1, 2021, all Catholic School parents will be required to complete the requirements in 1.2. In very rare instances, parents may be exempt from training. These instances must be approved through the Catholic Schools Office and the Office of Child and Youth Protection.)

### **SURVEILLANCE: School Video Surveillance Policy**

In an effort to work towards increasing school safety, Holy Family Catholic School has installed video camera surveillance on parish property, including school buildings and outside areas. Areas where this is an expectation for privacy will not be subject to video surveillance.\*

Violations of school policy and rules may be captured through video surveillance and those recordings may be used by the school to enforce disciplinary action and, in the event of criminal activity, may be disclosed to law enforcement.

\*Areas appropriate for video surveillance include: parking lots, hallways, auditoriums, entrances/exits, and athletic fields. Areas not appropriate for video surveillance include: bathrooms, locker rooms, and offices. Classrooms will not be monitored by video surveillance.

### **TELEPHONE USE AND CELL PHONES**

The school telephone is for business use only. A child will not be permitted to make telephone calls home requesting parents to bring forgotten items to school, nor make after school plans, etc.

A child will not be called to the phone during the school day, but an important message will be relayed to your child. Only with the exception of an emergency will a child be permitted to call home.

Students will not be allowed to carry cell phones or any other electronic devices (iPods and Smartwatches, etc.) in the school building. Any device that is brought into school must be turned off and kept in a child's bookbag for the school day. Please be advised that any cell phone or electronic device that is not turned off and kept in the child's bookbag will be confiscated and sent to the office. The cell phone or electronic device will have to be picked up after school by the student or parent. If a cell phone or electronic device is confiscated and sent to the office more than once, then parents will be called to pick up the phone or device in the school office.

Parents are requested not to call the school to talk to their children except in cases of emergency. Neither teachers nor students are called from class during school hours. When absolutely necessary, a student may get permission from the principal to use the phone. After-school activities are to be planned at home, not on school time.

All telephone calls come through the office, which is open from 7:30 – 3:30. (573-221-0456)

Parents who want to communicate with a teacher may call school and leave a message or send a note to school with a child. **Texting Teachers on their personal devices is prohibited. Parents should only use the school's email to communicate with school personnel.** Teachers will return the call or respond to the note at their earliest opportunity. Courtesy demands that anyone wanting to speak with a teacher would set up an appointment time convenient to both teacher and parents. Normally, it is expected that business be taken care of during the day rather than through evening phone calls to the teachers' homes.

Anyone entering school is to sign in at the office. Messages for students or teachers, items to be dropped off, etc. are to be left in the office and will be delivered.

Normally, parents may arrange to visit a particular classroom if their request is made in advance, and the day and time agreed upon by the teacher.

### **VOLUNTEERS**

Parents, grandparents, friends, and neighbors are encouraged to volunteer their time and talents at school for the mutual benefits involved. Volunteers are always under the direction of the teacher and the principal. All volunteers (field trips, class parties, etc.) must be in compliance with VIRTUS. Please contact the school office if you wish to volunteer your time.

### **WEBSITES**

Additional information can be found on the school's factmgt.com website and the parish's website, [www.myholyfamily.com](http://www.myholyfamily.com).

## RIGHT TO AMEND

Holy Family School reserves the right to amend this handbook. Notice of amendments will be communicated as needed.

### Checklist for Policies from the *Policy And Regulation Manual for Schools* in the Local Parent/Student Handbook

Date August 2021 School Name: Holy Family School City: Hannibal Code: 08

	Local Handbook Page Number
Page 7	Community and External Operations: Educational Authority in the Parish DSP 1305
Page 10	Dismissal – Students may not cross Broadway without being accompanied by an adult.
Page 10	Students: Written Excuses DSP 5211
Page 12	Absences and Participation in Sports and Extracurricular Activities
Page 13	Community and External Operations: Grievance DSP 1901
Page 13-14	Community and External Operations: Administrative Recourse DSR 1901
Page 15	Students: Parent/Teacher/Student Conferences DSP 5405
Page 16	Students: Catholic Faith and Moral Standard DSP 5305
Page 17	Students: Suspension DSP 5355
Page 17	Students: Expulsion DSP 5360
Page 17	Students: Expulsion DSR 5360
Page 18	Discipline and consequences
Page 23	Instruction: Athletics DSP 6610
Page 23-24	Instruction: Athletics DSR 6610
Page 25	Instruction: Chaperones and Drivers for Field Trips, Athletic Events, and Other Off-Campus School Activities DSP6305
Page 26	Students: Harassment/Bullying DSP 5820
Page 26-27	Students: Harassment/Bullying DSR 5820
Page 28	Students: Drug/Medication Administration DSP 5520
Page 29	Community and External Operations: Home and School Associations DSP 1430
Page 31	Internet/Computer Usage – Digital Citizenship
Page 33	Authorization to Use Technology/Photographs/Videos/Video Recordings
Page 41	Community and External Operations: Parent Communication Agreement see page 41 for parent signature





**HOLY FAMILY CATHOLIC SCHOOL'S HANDBOOK ACKNOWLEDGEMENT**  
**2021-2022 School Year**

*I acknowledge that I have received a copy of the Holy Family Catholic School of Hannibal, Missouri, Parent Handbook. I understand that it contains important information about Holy Family School's general policies and regulations and about my privileges and obligations as a parent/guardian. I acknowledge and understand that this Handbook is neither a contract nor a legal document. I further acknowledge that I have read and understand Holy Family School's policies and regulations and agree to adhere to these policies and regulations.*

*I further acknowledge that revisions to the Handbook may occur. I have received this Handbook, and I understand that it is my responsibility to read and comply with the policies and regulations contained in this Handbook and any revisions to it.*

\_\_\_\_\_  
*Parent/Guardian Name (Printed)*

\_\_\_\_\_  
*Parent/Guardian Signature*

*Date*

*[A copy of this Parent Handbook Acknowledgement is to be signed and returned to Holy Family School.]*

DSP 1810

**COMMUNITY AND EXTERNAL OPERATIONS: Parent Communication Agreement**

Enrollment in a Catholic school is a privilege, not a right. Especially in the Catholic schools, a condition of a child's enrollment is the parental/guardian support of the school, and close cooperation of the parent(s) or guardian(s) with the school. Should disagreements, problems, or criticisms arise, all informal efforts between the parent(s)/guardian(s) and school(s) are to be used to resolve the concern.

If informal efforts are unsuccessful, the Diocese of Jefferson City and the school have a fundamentally fair, formal process to resolve differences: Administrative Recourse. Details of the process can be found in this handbook. (Schools are to indicate the page number on which this is found in their parent/student handbook.) A brief summary of the Administrative Recourse is: set up a face-to-face meeting with the teacher, and if unsatisfied, meet face to face with the school administrator/principal, and if unsatisfied, meet face to face with the pastor.

Parent(s)/guardian(s) are requested and expected to communicate any concerns they have directly to school administration and not to express them through social media or broadly distributed email. If parent(s) or guardian(s) use any form of electronic media to defame or denigrate the school or any of its personnel, or use electronic media to post inappropriate negative statements about the school or its personnel, all as determined by the school in its discretion, this could be cause for the school to immediately end the enrollment of the child(ren) or ward(s) of the parent or guardian who has done so.

By enrolling children in this private, Catholic school, parents are agreeing to abide and support the school and its policies and regulations.